



# STATE OF ARIZONA

## DEPARTMENT OF REAL ESTATE

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### SUBDIVISION UPDATE

Pursuant to A.R.S. §32-2108.01, the Department must perform a criminal records check on any applicant for public report on whom the Department has evidence of a criminal record **that has not been previously reviewed or evaluated by the Department.**

The following information is required on all applications for Public Report or Certificate of Authority. **This information and documentation, as applicable, is required as part of the application's Administrative Completeness Review:**

If the applicant has answered "yes" to the question in the application for public report which asked if the applicant has been convicted of any misdemeanor, felony, or other crime, you must supply the following, pursuant to A.A.C. R4-28-301(A):

- a. A written statement from the applicant (**subscribed and sworn before a Notary Public**) providing an account of the part the applicant played when each incident occurred.
- b. Three current letters of character references from individuals, 18 years or older, not related by blood or marriage and who have known the applicant for at least one year.
- c. A 10-year work history, including any periods of unemployment.
- d. A new set of fingerprint exemplars and the Department's fingerprint processing fee of \$24.00 paid by check made payable to the Arizona Department of Real Estate, pursuant to A.R.S. §32-2108.01. **FINGERPRINT CARDS ARE AVAILABLE FROM THE DEPARTMENT'S CUSTOMER SERVICE DIVISION AND MOST COUNTY SHERIFF OFFICES AND CITY POLICE DEPARTMENTS.**

In addition to the above and as applicable, the applicant must supply a certified copy of the following:

- e. Police Report
- f. Complaint and Indictment
- g. Information
- h. Pre-sentence Report
- i. Judgment
- j. Sentencing documents
- k. Plea Agreement
- l. Probation papers
- m. Restoration of civil rights/expungement/dismissal documents

If the applicant attempts to obtain the required documents from a law-enforcement agency or court and is told that records have been destroyed or are otherwise unavailable, obtain a written statement to that effect from the agency or court. **Do not detach or unstaple certified documents. Documents must remain in the original order received.**

IF THE ABOVE REQUIRED INFORMATION HAS PREVIOUSLY BEEN PROVIDED THE DEPARTMENT, PLEASE INDICATE THE DATE AND REASON IT WAS PROVIDED. THE APPLICANT IS NOT REQUIRED TO PROVIDE THIS INFORMATION AGAIN, IF IT IS ON FILE AT THE DEPARTMENT.